

## Part 1 – Quick Start Guide

Scribe captures sampling, observational, and monitoring field data. It can import and export electronic data and can be configured for use with hand held computers. Scribe requires Windows 98 Second Edition or higher, 50 MB free disk space, a Pentium processor and 64 MB RAM. Scribe contains a demo project, which may be opened and used as a demo tool.

### Starting a New Project

*The first time Scribe is opened, the New Project Wizard starts, and helps create the first project.*

### New Project Wizard Screen

Click **Next** to display the “Project Information” screen.

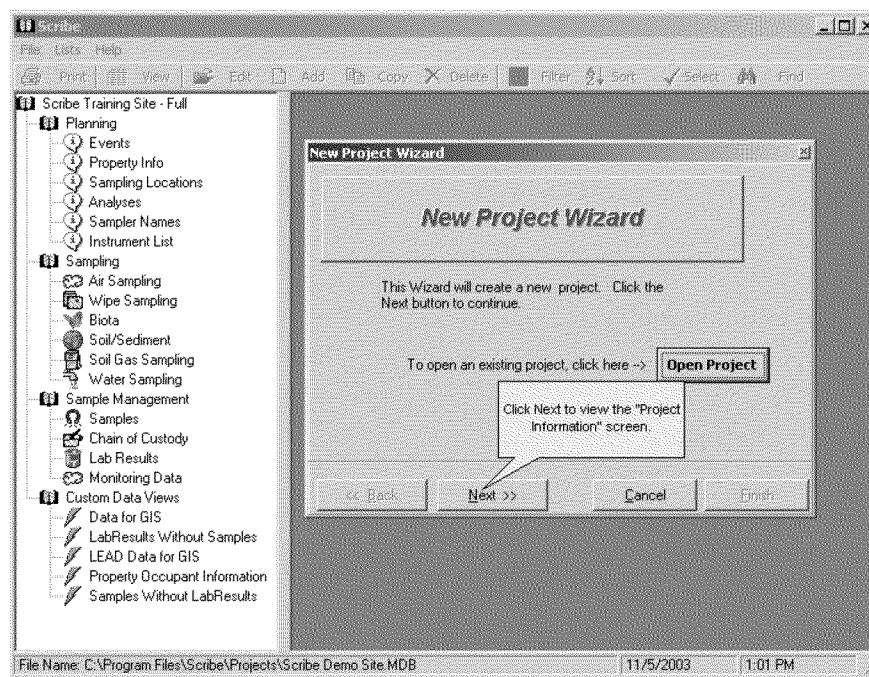


Figure 1 New Project Wizard screen



**Project Information Screen**  
Enter the official EPA Site Name.

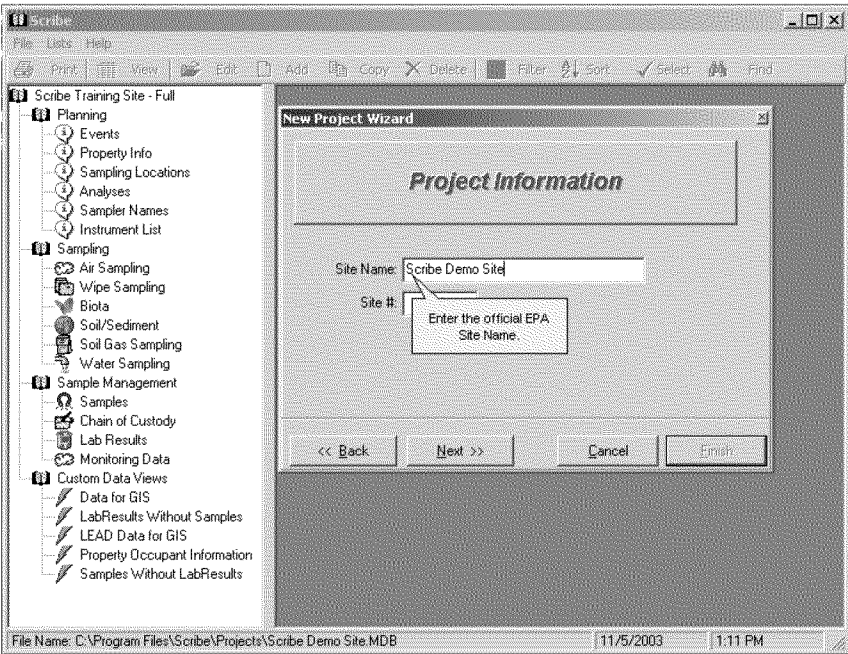


Figure 2 Project Information screen – Site Name

Enter the official EPA Site Charge number

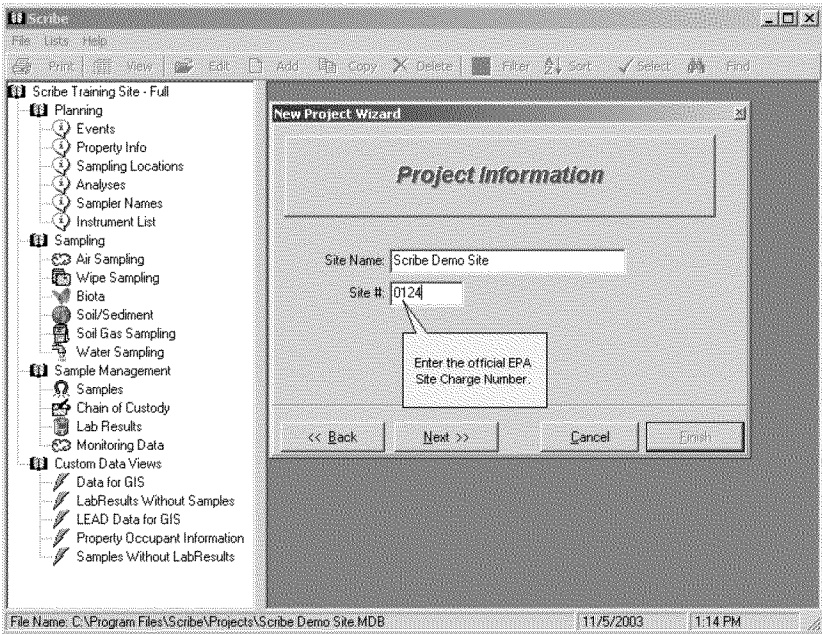


Figure 3 Site Information screen – Site #



Click **Next** to display the “Project File Path” screen.

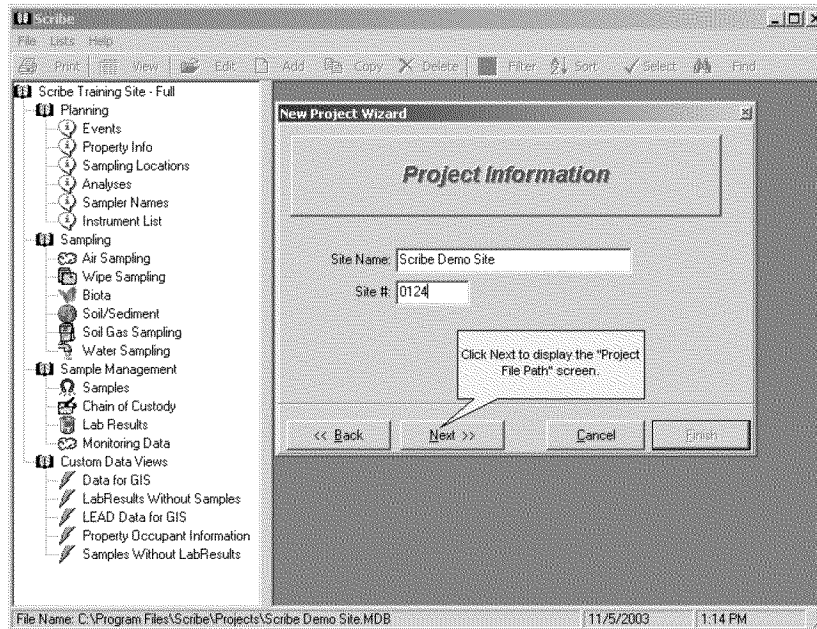


Figure 4 Project Information screen – Next

### Project File Path Screen

The “Project File Path” screen displays a default location and filename for the project database.

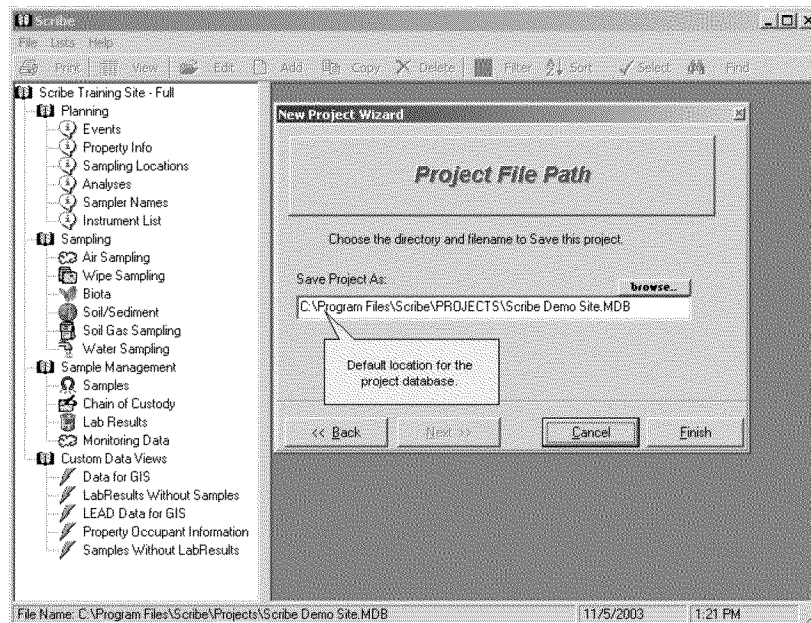


Figure 5 Project File Path screen



Click **Finish** to accept default path and filename to complete creation of the new project.

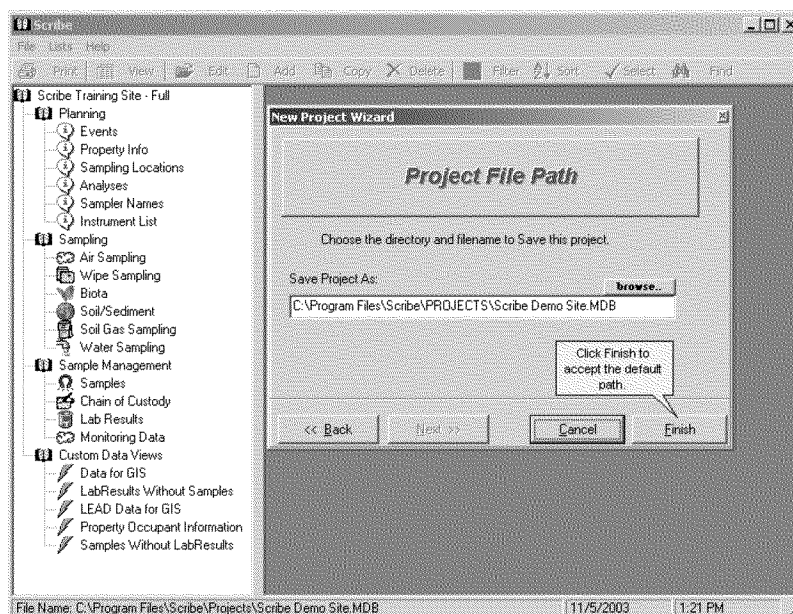


Figure 6 Project File Path - Finish

### Site Info Screen

The New Project Wizard closes and the “Site Info” screen displays. Completing the information on this screen is not required but recommended.

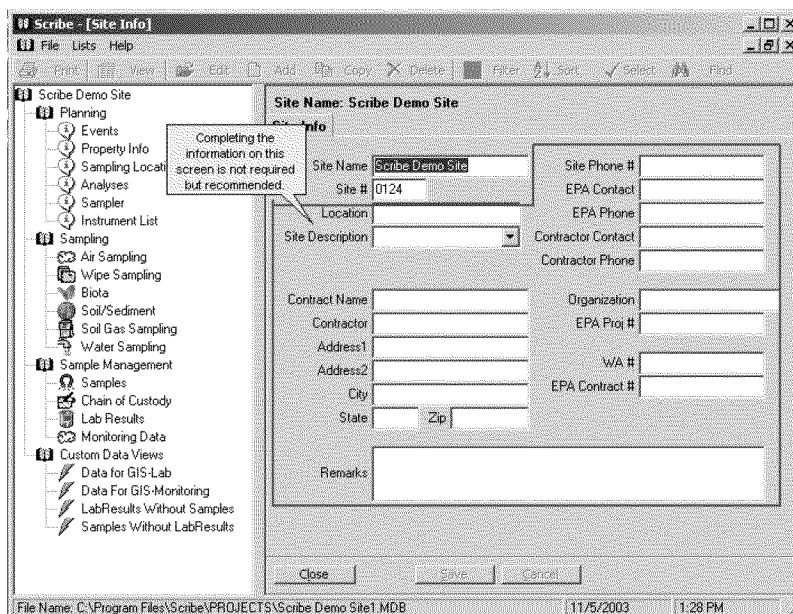


Figure 7 Site Info screen



## SAMPLES

Click one of the “Sampling” tasks in the “Navigation Pane” (e.g. Soil/Sediment).

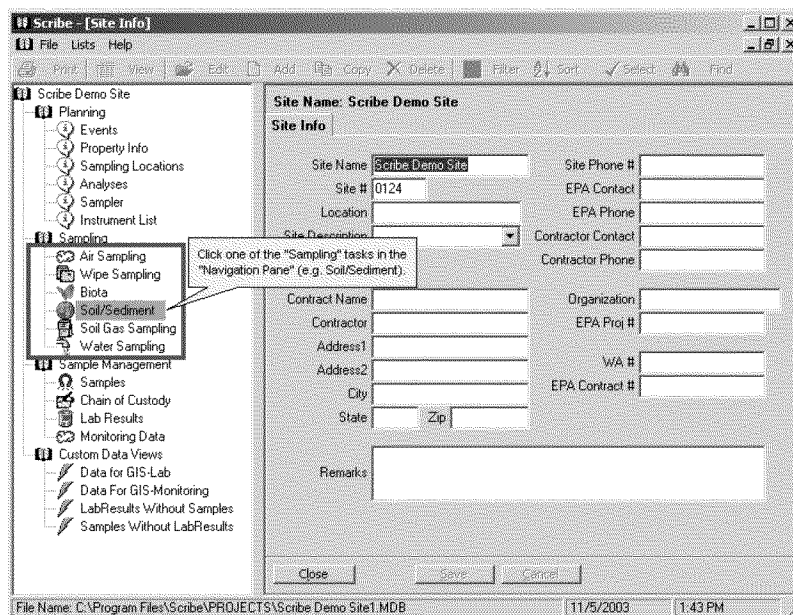


Figure 8 Site Info – Soil/Sediment Task

The “Soil/Sediment” screen with “Summary” tab displays.

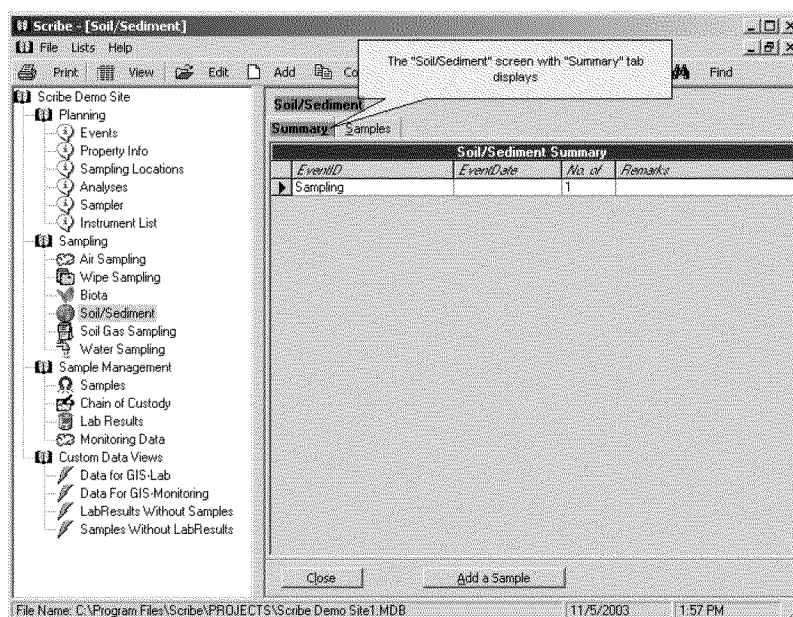


Figure 9 Soil/Sediment – Summary Tab



Click on the “Samples” tab.

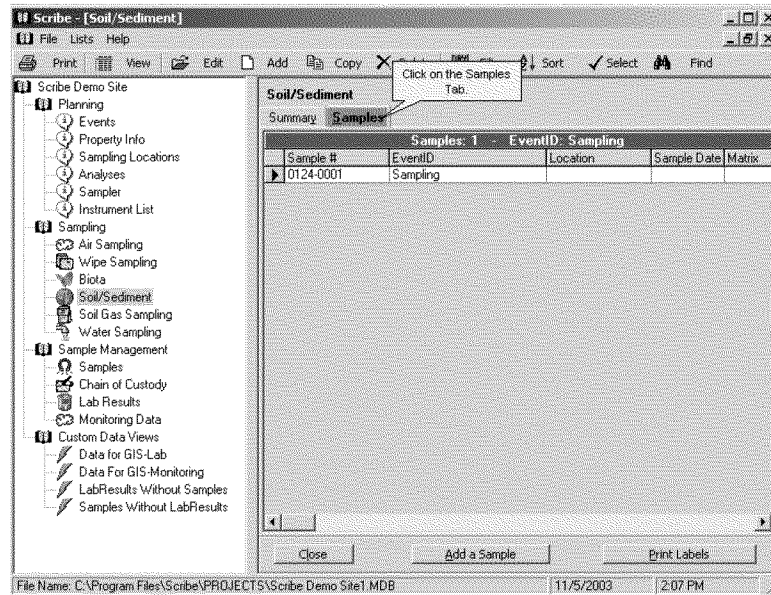


Figure 10 Click on Samples Tab

To add a Sample, Click **Add a Sample** to display the Sample Details screen.

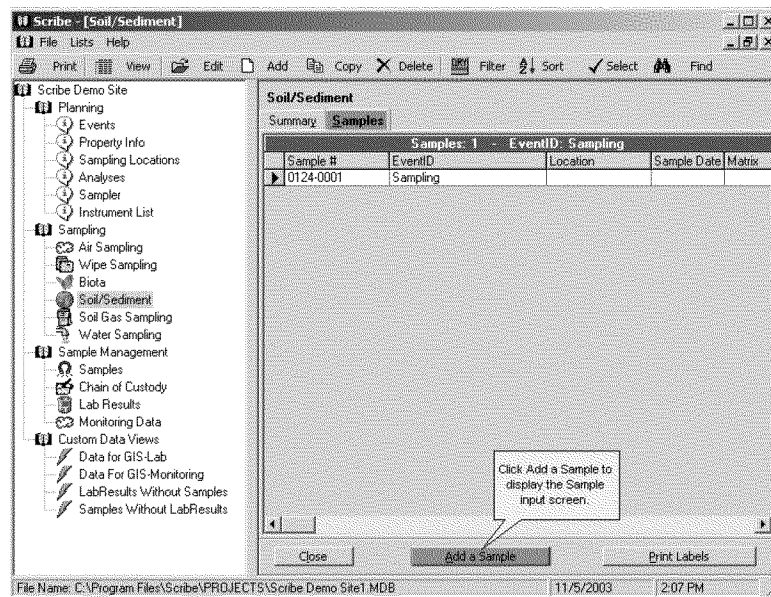


Figure 11 Soil/Sediment– Add a Sample Button



Copy a sample by right clicking on the sample and selecting **Copy** from the popup. The copied sample is added to the end of the list.

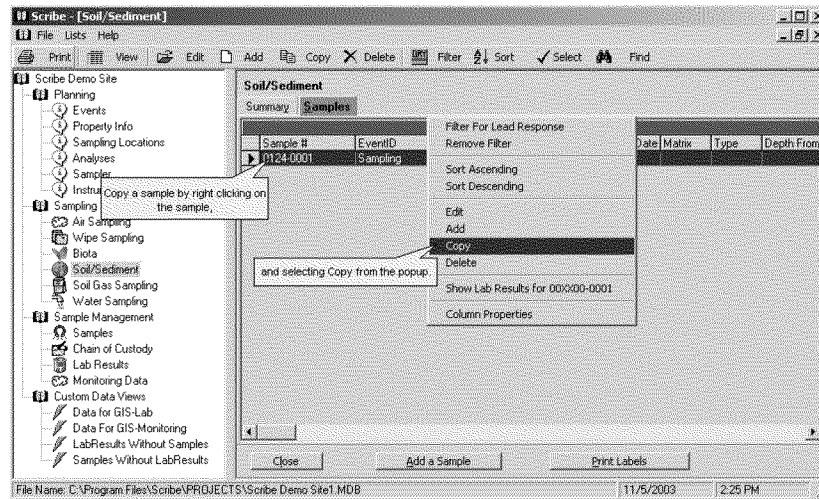


Figure 12 Copy a Sample

Only the “EventID” and “Sample #” fields are required in the Sample Details screen. Select from a list of default values for each field by clicking the down arrow next to the field or enter a value directly in the field.

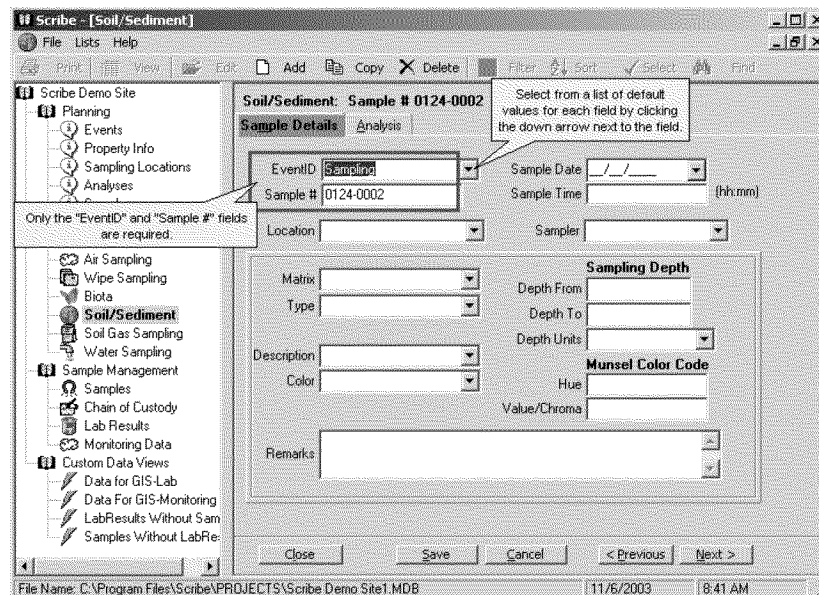


Figure 13 Sample Input screen - Sample Details Tab



Click the “Analysis” tab.

**Scribe - [Soil/Sediment]**

File Lists Help

Print View Edit Add Copy Delete Filter Sort Select Find

**Scribe Demo Site**

- Planning
  - Events
  - Property Info
  - Sampling Locations
  - Analyses
  - Sampler
  - Instrument List
- Sampling
  - Air Sampling
  - Wipe Sampling
  - Biota
  - Soil/Sediment**
  - Soil Gas Sampling
  - Water Sampling
- Sample Management
  - Samples
  - Chain of Custody
  - Lab Results
  - Monitoring Data
  - Custom Data Views
  - Data for GIS-Lab
  - Data For GIS-Monitoring
  - LabResults Without Sam
  - Samples Without LabRe

**Soil/Sediment: Sample # 0124-0002**

**Sample Details** **Analysis**

EventID: Sampling Date: / /

Sample #: 0124-0002 Sample Time: (hh:mm)

Location: Sampler:

Matrix: Type: Description: Color:

**Sampling Depth**

Depth From: Depth To: Depth Units:

**Munsell Color Code**

Hue: Value/Chroma:

Remarks:

Close Save Cancel < Previous Next >

File Name: C:\Program Files\Scribe\PROJECTS\Scribe Demo Site1.MDB 11/6/2003 8:41 AM

Figure 14 Sample Input screen – Click Analysis Tab

A Sample cannot be assigned to a chain unless Analysis information is provided. Some fields display a dropdown arrow when selected. Clicking on the drop down arrow displays a drop down menu.

**Scribe - [Soil/Sediment]**

File Lists Help

Print View Edit Add Copy Delete Filter Sort Select Find

**Scribe Demo Site**

- Planning
  - Events
  - Property Info
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  - Instrument List
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  - Wipe Sampling
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  - Soil/Sediment**
  - Soil Gas Sampling
  - Water Sampling
- Sample Management
  - Samples
  - Chain of Custody
  - Lab Results
  - Monitoring Data
  - Custom Data Views
  - Data for GIS-Lab
  - Data For GIS-Monitoring
  - LabResults Without Samples
  - Samples Without LabResults

**Soil/Sediment: Sample # 012**

**Analysis**

Click in a field to display the drop down arrow.

Click on the drop down arrow to display the drop down menu.

Click on an item in the drop down menu and the selected item is entered in the field.

Analyses	Container	No	Collection	Storage	Preservation	Description	MS	MS
all-analy								
Base neutral/acid extractables								
corrosivity								
Grain Size								
Halogenated & aromatic volatiles								
hardness								
Herbicides, drinking water								
ignitability								
metals scan (ICP)								
metals, priority poll.								

Add Analysis Copy Analyses Delete Analysis

Close Save Cancel < Previous Next >

File Name: C:\Program Files\Scribe\PROJECTS\Scribe Demo Site1.MDB 11/6/2003 9:02 AM

Figure 15 Adding a Sample - Analysis Tab – Completing Fields



Click **Add Analysis** to add a new analysis. Fill in necessary fields. Notice that the “Tag” field automatically increments and the number field is filled in on the new record.

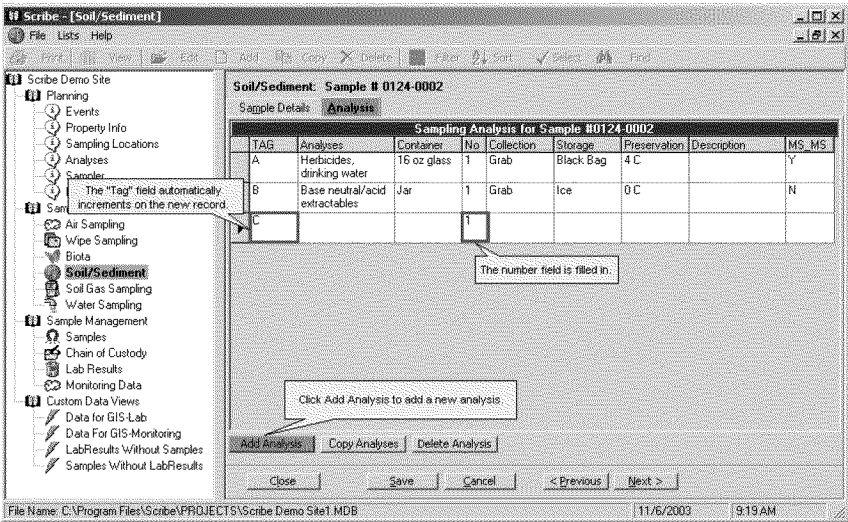


Figure 16 Add Analysis Button

Click **Save**.

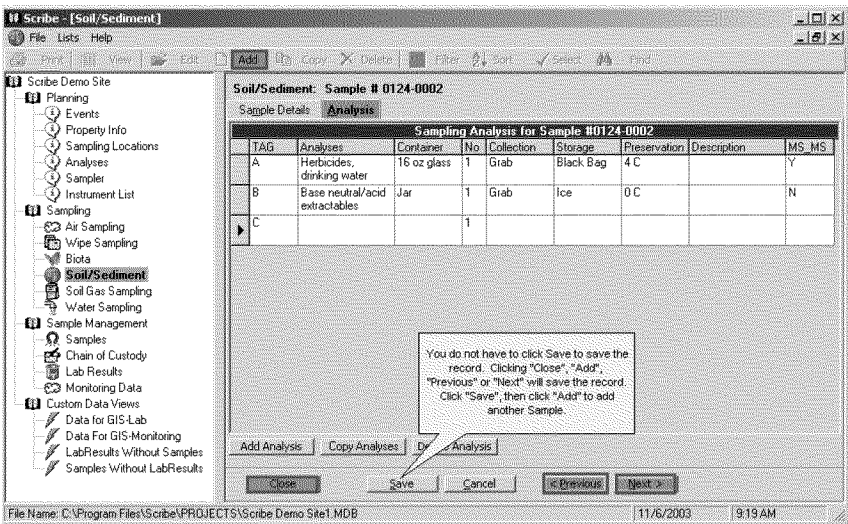


Figure 17 Analysis Tab – Save Button



Hi-light an analysis then click **Copy Analysis** to copy the selected analysis. The “Tag” field automatically increments, but all other fields are copied from the hi-lighted field.

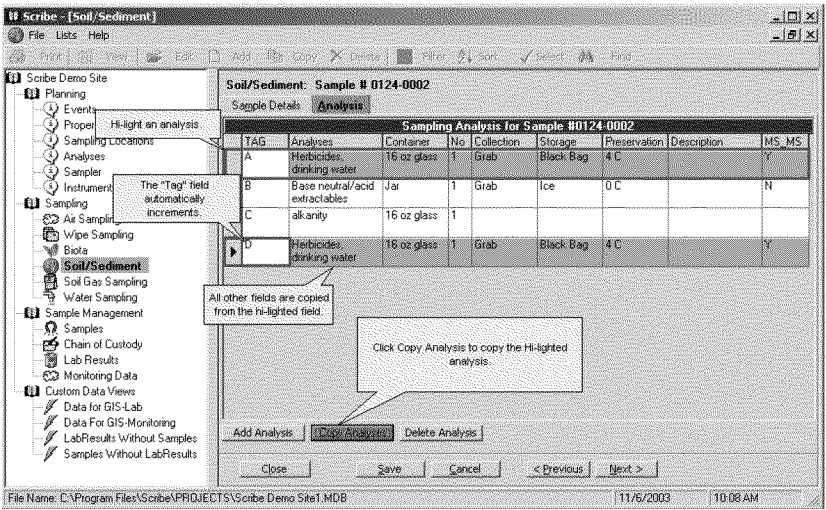


Figure 18 Copy Analysis

Click **Close**.

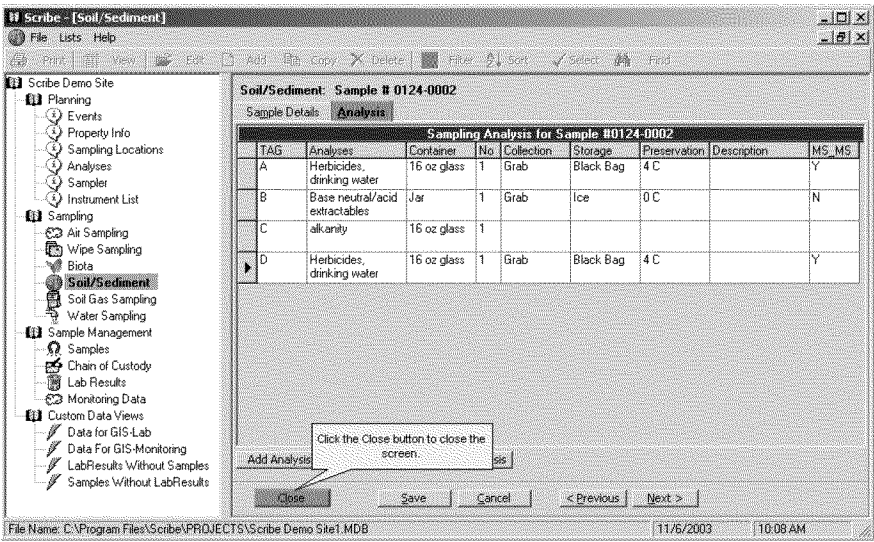


Figure 19 Analysis Tab – Close Button



## PRINT LABELS

All samples shown on the screen are printed. **Filter** selects or deselects items to display for printing. Print specific samples by Clicking **Filter** to display the “Basic Filter.” Click **More** to display the “Advanced Filter”.

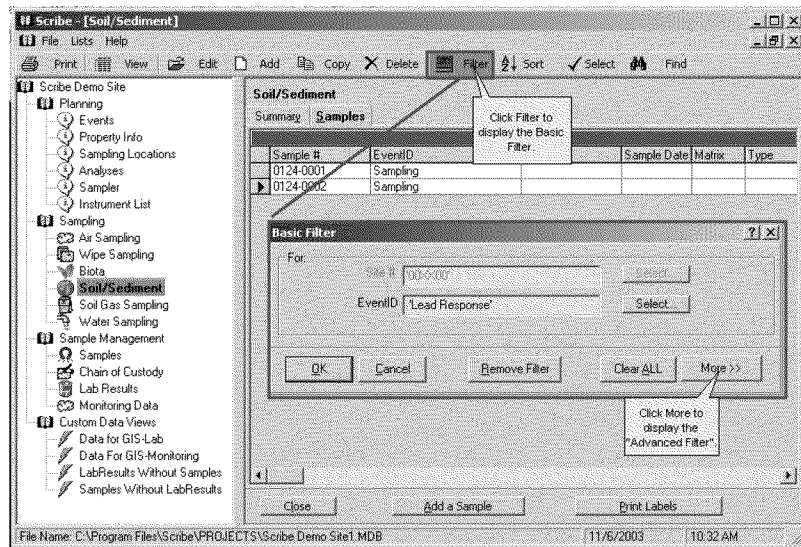


Figure 20 Basic Filter

Click **Select** and “drop down arrows” to select items in each of the “Advanced Filter” fields. Click **OK** to filter samples.

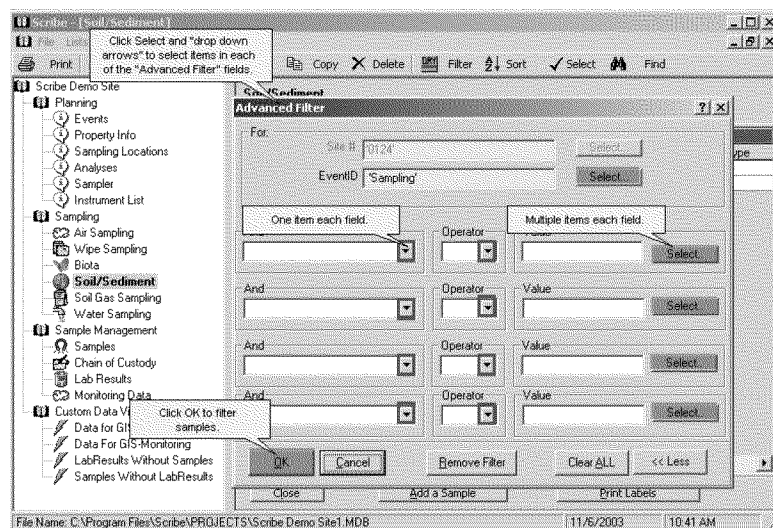


Figure 21 Advanced Filter



Click **Print Labels**.

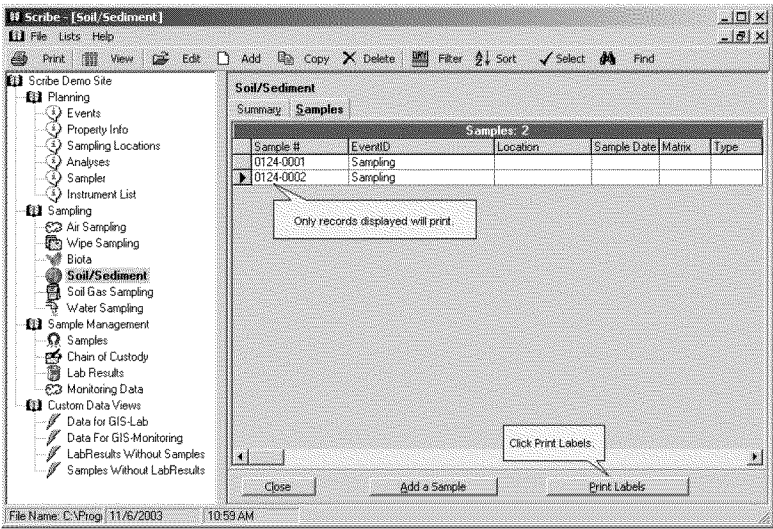


Figure 22 Print Labels Button

Click **Label Setup**.

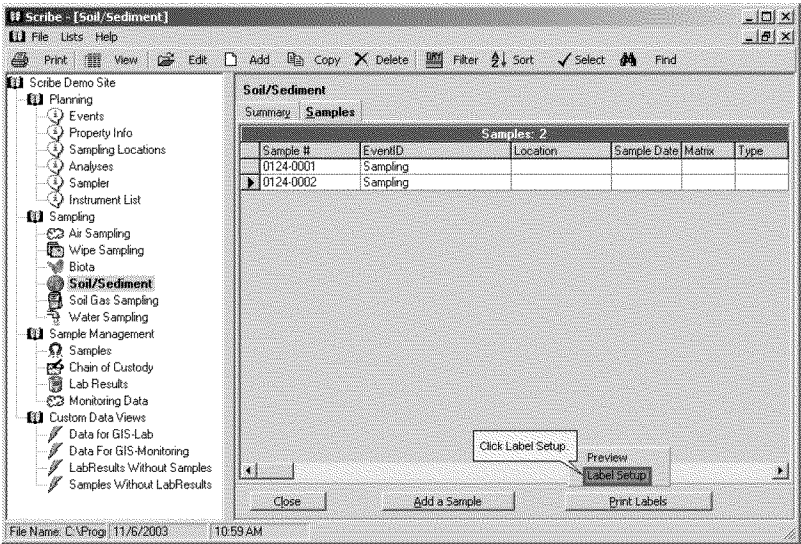


Figure 23 Label Setup Popup



Select the desired Label from the default list and click **Next**.

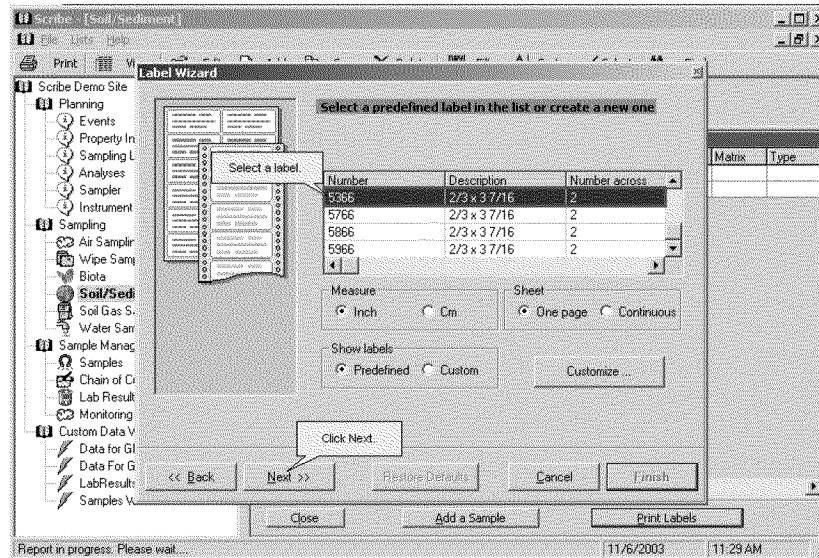


Figure 24 Label Wizard

Add, delete and organize label fields from this screen. Change the design or accept the default, then click **Next**.

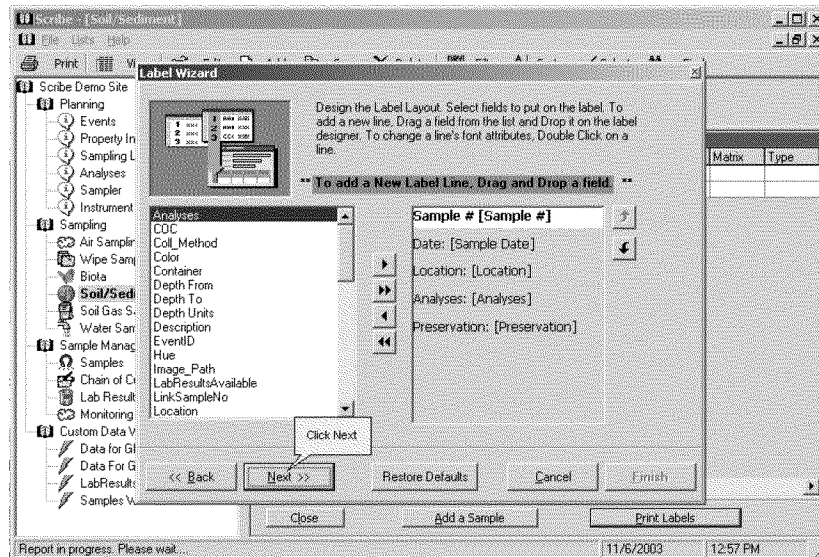


Figure 25 Label Wizard - Add, Delete and Organize Fields



Enter the “Label Number” from which to start printing then click **Finish** to display the “Preview” screen.

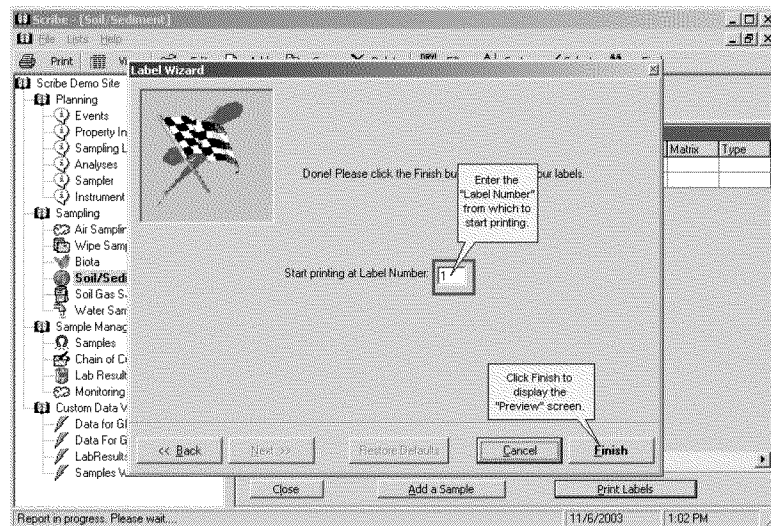


Figure 26 Start Printing at Label Number

The preview screen shows how the label will look when printed. Click **Print All** to print all the labels.

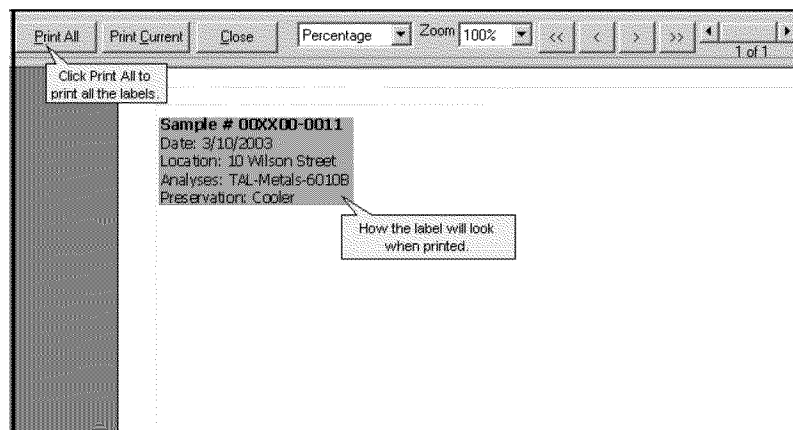


Figure 27 Label Print Preview



## PRINT CHAIN OF CUSTODY

Select “Chain of Custody” in the “Navigation Pane”.

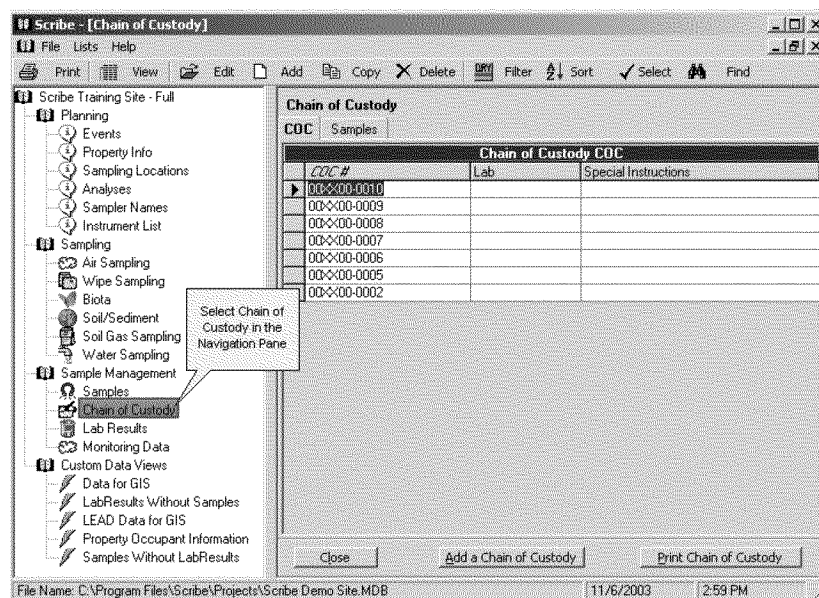


Figure 28 Chain of Custody – Navigation Pane

Click **Add a Chain of Custody**.

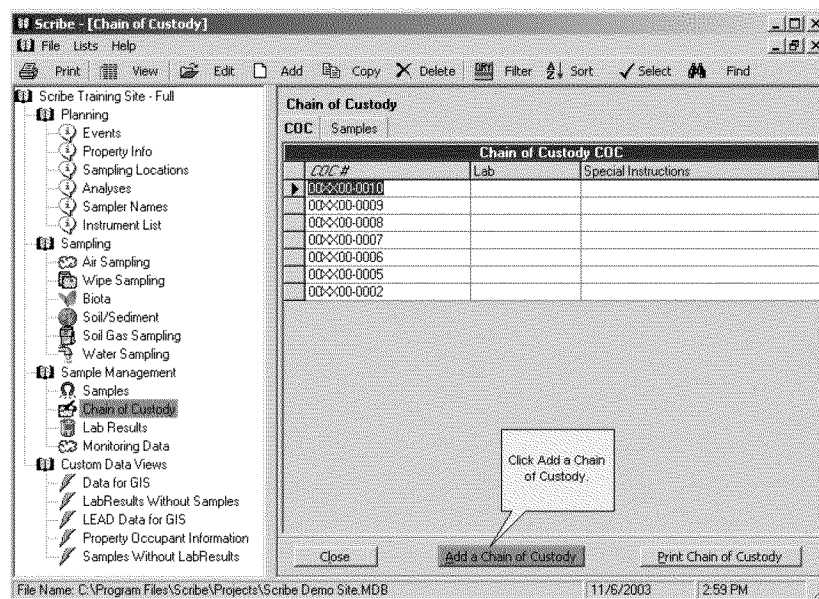


Figure 29 Add a Chain of Custody button



The “COC Details” screen displays. “COC #” is the only required. We recommend you complete the other fields because Lab info will print in the header of the Chain of Custody. I.e. Contact Name, Cooler #, Contact Phone #, Lab, and Lab Phone. Field.

The screenshot shows the 'Scribe - [Chain of Custody]' application window. The left sidebar contains a tree view with categories like Planning, Sampling, Sample Management, and Custom Data Views. The main area displays the 'COC Details' form. The 'COC #' field is populated with '002000011'. A callout box points to this field with the text 'Only this field is required.' Another callout box points to the form with the text 'We recommend you complete the other fields because Lab info will print in the header of the Chain of Custody.' The 'Assign Samples to COC' button is highlighted.

Figure 30 COC Details – Enter COC#

Click **Assign Samples to COC**.

The screenshot shows the 'Scribe - [Chain of Custody]' application window. The left sidebar contains a tree view with categories like Planning, Sampling, Sample Management, and Custom Data Views. The main area displays the 'COC Details' form. The 'COC #' field is populated with '002000011'. A callout box points to the 'Assign Samples to COC' button with the text 'Click Assign Sample to COC.' The 'Assign Samples to COC' button is highlighted.

Figure 31 COC Details – Assign Sample to COC



The “Chain of Custody Screen” appears.

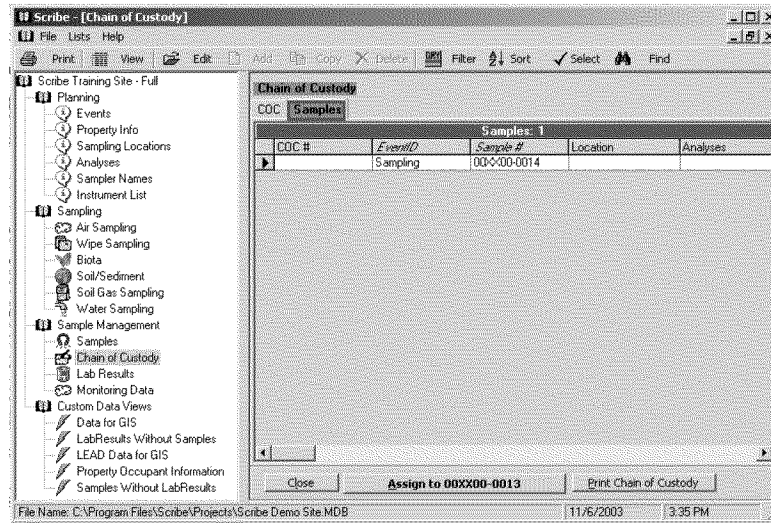


Figure 32 COC Samples Tab

Select Samples to assign to the Chain of Custody. Hi-light multiple samples by holding down the **Shift** key or **Ctrl** key while clicking on the samples.

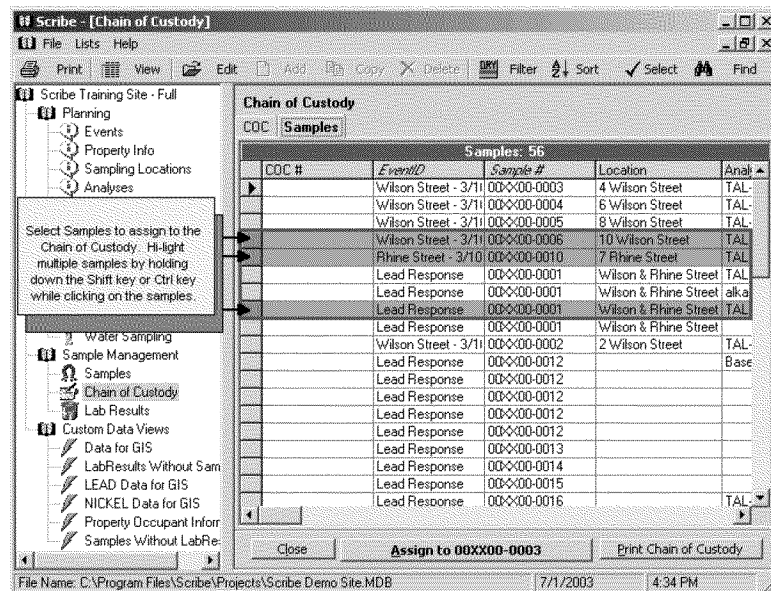


Figure 33 Select Samples to Assign to COC.



Click **Assign to ...** .

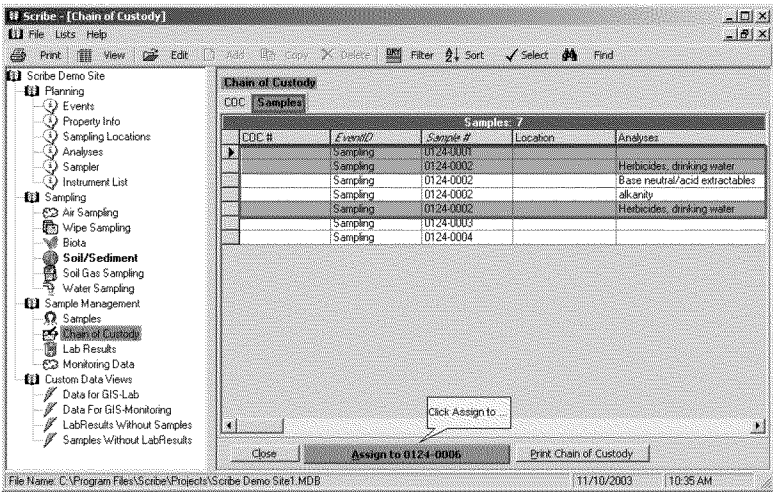


Figure 34 Chain of Custody – Assign to... Button

Click **Yes**.

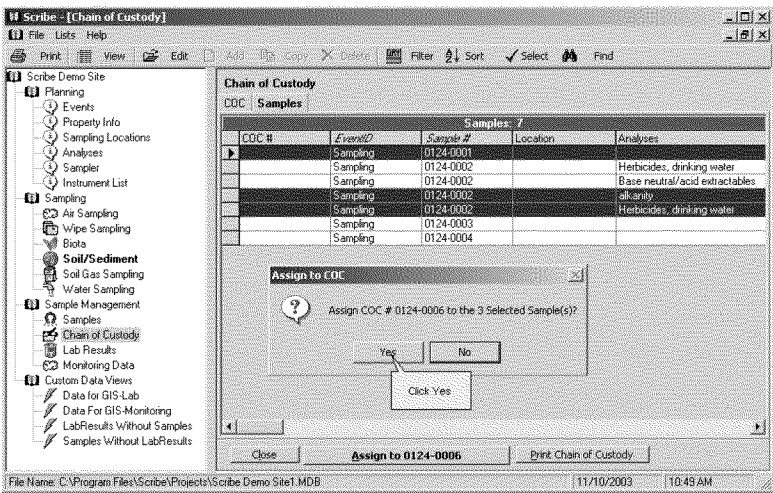


Figure 35 Assign to COC – Yes/No



Click **Print Chain of Custody**.

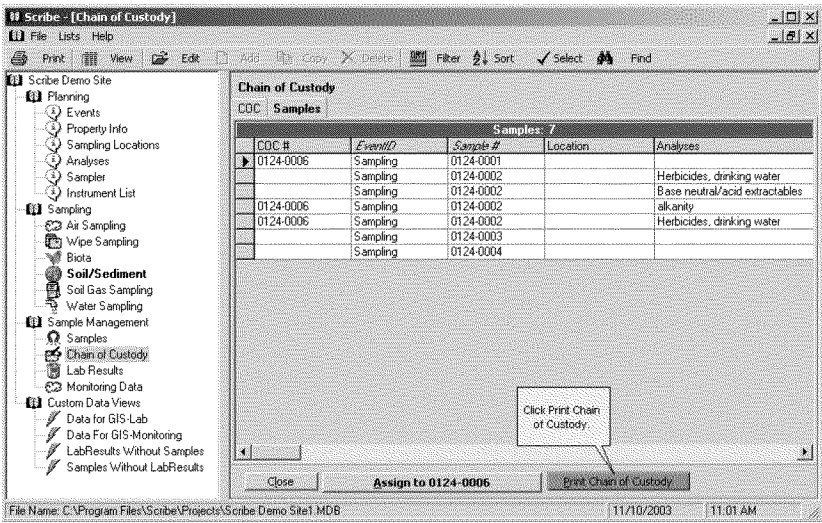


Figure 36 Print Chain of Custody Button

Click **Preview**.

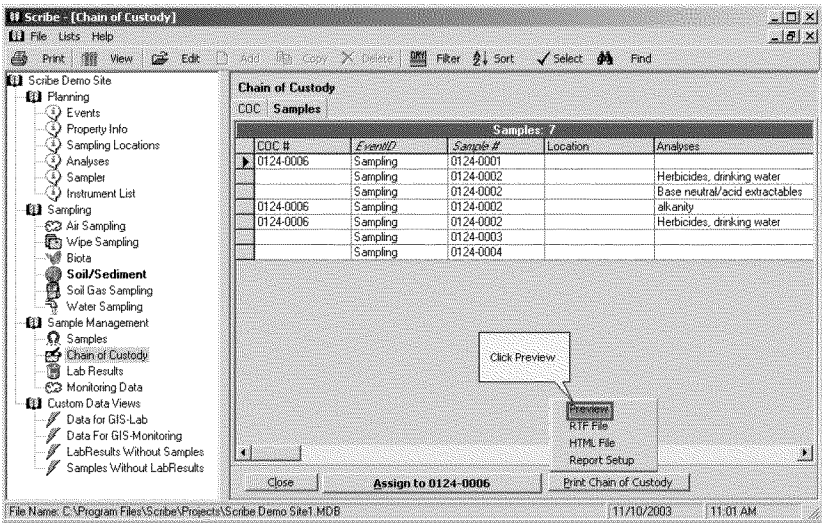


Figure 37 Chain of Custody - Preview



The default “Chain of Custody Record” report displays. Click **Print All** to print the report or **Close** to exit without printing.

The screenshot shows a 'Chain of Custody Record' report in a print preview window. The window has a menu bar with 'Print All', 'Print Current', 'Close', 'WholePage', and 'Zoom'. Callouts indicate: 'Click Print All to print the report' pointing to the 'Print All' button; 'Click Close to exit without printing.' pointing to the 'Close' button; and 'Header info can be changed in Report Setup.' pointing to a 'Report Setup' button. The report header includes 'Page 1 of 1', 'EPA Contract #', 'Site # 0124', 'Contract Name', 'Contract Phone', 'No. 0124-0006', and 'Order #, Lab, Lab Phone'. Below the header is a table with columns: Lab #, Sample #, Location, Analyses, Matrix, Collected, Num. Cont., Container, Preservative, and MS/MSD. The table contains two rows of data. Below the table is a 'Special Instructions' section and a 'SAMPLES TRANSFERRED FROM CHAIN OF CUSTODY #' section. At the bottom is a table with columns: Items/Reason, Relinquished by, Date, Received by, Date, Time, and a second set of the same columns.

Lab #	Sample #	Location	Analyses	Matrix	Collected	Num. Cont.	Container	Preservative	MS/MSD
01240001			alkalinity			1	16 oz glass		
01240002			Herbicides, drinking water			1	16 oz glass	4 C	Y

Items/Reason	Relinquished by	Date	Received by	Date	Time	Items/Reason	Relinquished by	Date	Received by	Date	Time

Figure 38 Chain of Custody Record Report Print Preview

You can modify the Report Header by Clicking **Report Setup** from the Popup menu.

The screenshot shows the 'Scribe Demo Site' application window. The left sidebar has a tree view with categories like Planning, Sampling, and Sample Management. The main window displays a 'Chain of Custody' report for 'Samples: 7'. The report table has columns: CDC #, EventID, Sample #, Location, and Analyses. The table lists seven samples. At the bottom, there is a 'Print Chain of Custody' button (labeled 1) and a 'Report Setup' button (labeled 2). A callout for button 2 says 'Click on Report Setup in the popup menu.' Below the buttons are 'Assign to 0124-0006' and 'Print Chain of Custody' buttons. The status bar at the bottom shows the file name, date (11/10/2003), and time (11:01 AM).

CDC #	EventID	Sample #	Location	Analyses
0124-0006	Sampling	0124-0001		
	Sampling	0124-0002		Herbicides, drinking water
	Sampling	0124-0002		Base neutral/acid extractables
0124-0006	Sampling	0124-0002		alkalinity
0124-0006	Sampling	0124-0002		Herbicides, drinking water
	Sampling	0124-0003		
	Sampling	0124-0004		

Figure 39 Select Report Setup



The screenshot displays the Scribe Demo Site application window. On the left is a tree view with categories: Planning (Events, Property Info, Sampling Locations, Analyses, Sampler, Instrument List), Sampling (Air Sampling, Wipe Sampling, Biota), Soil/Sediment (Soil Gas Sampling, Water Sampling), Sample Management (Samples, Chain of Custody, Lab Results, Monitoring Data), and Custom Data Views (Data for GIS Lab, Data For GIS-Monitor, LabResults Without Samples, Samples Without LabResults). The 'Chain of Custody' item is selected.

The main area shows the 'Report Setup' dialog box. It has a 'Report Header' section with the following fields:
 

- CHAIN OF CUSTODY RECORD (text field)
- No. [COC # Here] (text field)
- Site #: 0124 (text field)
- Cooler # (dropdown menu)
- EPA Contract #: (text field)
- Contact Name (dropdown menu)
- Lab (dropdown menu)
- Contact Phone (text field)
- Lab Phone (text field)

 Below these is a 'Page Orientation' dropdown set to 'Landscape', and 'Font Name' (Arial) and 'Font Size' (8) dropdowns.

At the bottom of the dialog are 'Restore Defaults', 'OK', and 'Cancel' buttons. A callout bubble points to the 'OK' button with the text: 'Fill in or select the desired Report information then click OK.' Below the dialog, there are buttons for 'Close', 'Assign to 0124-0006', and 'Print Chain of Custody'.

The status bar at the bottom shows: File Name: C:\Program Files\Scribe\Projects\Scribe Demo Site1.MDB, 11/10/2003, 2:46 PM.

This completes the Quick Start Guide. For more information on any feature discussed in this guide, refer to Part 2, Field Use Basics, which presents extensive information on the use of this database.